

SECRET*Personnel*

DD/S 71-2427

18 JUN 1971

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MEMORANDUM FOR: Mr. [] Office of Communications
 Mr. [] ce of Finance
 Mr. [] , Office of Logistics
 Mr. [] Office of Medical Services
 Mr. [] e of Personnel
 Mr. [] e of Security
 Mr. [] , Office of Training

SUBJECT : PMMP 70's Project

To assist you in completing the report requested by Mr. Wattles at the DD/S Staff Meeting on Tuesday, 15 June 1971, the following information and guidelines are for your use. The report requested is Item 3 of Step 3 of PMMP 70's covering findings, judgment and recommendations, more specifically:

- 'a. Specific personnel problems identified in the performance of Steps 1 and 2;
- b. Changes in the number and occupational mix of new employees (generally identified by time frames) to meet future personnel and program requirements;
- c. Significant changes in positions and/or key jobs because of functional, program, organizational or technological changes during the 70's;
- d. Changing emphasis and volume of reassignments and training needed in order to develop employees to meet future programs and activities;
- e. Volume of increased personnel flows (grade levels and time periods) needed for the "good of the Service";
- f. Recommendations to meet specified problems."

Distribution:

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[]
 Career Management Officer
 Deputy Director for Support

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